

GRANT BUDGET BREAKDOWN

REVENUES

- Reflect all funding sources – committed or pending
 - Fees, product sales
 - Contributions
 - Grants
 - Contracts
 - In kind
- Create balanced budget where revenues and expenses match
- If a funder requires a match – clearly illustrate how that will be met

DIRECT EXPENSES

- Program staff salaries and benefits
- In-kind – value of volunteer time
- Office/facility space
- Supplies
- Equipment
- Program-related travel
- Printing/copies

INDIRECT EXPENSES

- Overhead or administrative costs
 - Executive Director salary
 - Accounting, insurance, executive staff insurance, occupancy costs, support staff
 - Telephone
 - Equipment (connected to organization)
 - Printing and copying
 - Postage/shipping

NOTE: Not all funders pay for this explicitly but these are critical costs to implementing your program!

IN-KIND

- In-Kind Expenses (donated goods and volunteer time)
 - Illustrates full scope of program
 - Demonstrates community support
- Don't spread yourself too thin – have back up funds in case an in-kind piece falls through
- In-Kind is shown as income (value of time/service) and expense (cost associated with project)
- ◇ How much in-kind should you reveal?
- ◇ Be aware of stacking your budget with too much in-kind and not enough cash

NARRATIVE

- Opportunity to underscore reasoning behind the numbers
- Explain your calculations to the reader
- Potential to discuss sustained funding sources
- Illustrate potential future funding streams

Note: Understand which format the funder requires - line item or full description



COMMON GRANT BUDGET ERRORS

Take a minute to look for these errors commonly reported by funders when they are reviewing grant applications.

- Different numbers listed on narrative & budget
- Revenue and expenses don't balance
- Miscalculations
- Unclear/not enough detail
- Missing income projections
- Incorrect time period

GRANT BUDGET CHECKLIST

Answer these questions about your grant budget and budget narrative before you submit the final proposal.

- ◇ Is it consistent with program plan/activities?
- ◇ Does it balance?
- ◇ Does it have narrative to explain unclear items?
- ◇ Have you included in-kind revenues and expenses?
- ◇ Have you determined/explained overhead costs?
- ◇ Is the budget realistic (can it be achieved given your program plan)?
- ◇ Has someone else reviewed it?

